



April 2001

United States Army

SOLDIER SUPPORT

INSTITUTE

TYPE A MEMORANDUM

PRACTICE EXERCISE

LESSON PLAN # CAA1L105

TASK NO # 805C-71L-1002

TYPE A MEMORANDUM

OBJECTIVE. This booklet contains practice exercises to see if you can properly type a memorandum.

MATERIALS REQUIRED. You may use only these materials:

1. AR 25-50 (Preparing and Managing Correspondence).
2. Computer.
3. Computer paper.
4. Standard Dictionary.
5. Standard office supplies (eraser, pen, and/or pencil).
6. Student handout (Type a Memorandum - Formats).
7. Student handout (Some Suggestions for Proofreading).

SITUATION. You are working in an office located in the headquarters of the 55th Mechanized Infantry Division, Fort Stewart, Georgia 31314-9000. Your supervisor has just handed you some draft memorandums (beginning on the next page) to type in final form and a typed memorandum to proofread.

REQUIREMENT. Type the memorandums in accordance with AR 25-50.

<p><u>NOTE.</u> The draft memorandums are handwritten. If there are places where you cannot read the handwriting, you may ask your instructor for clarification.</p>

TURN THIS PAGE AND BEGIN THE FIRST PRACTICE EXERCISE

PRACTICE EXERCISE 1

Below is the draft memorandum your supervisor has given you. The subject is "Line of Duty Investigation".

The enclosed DA Form 4187 pertains to PVT John A. Jones, formerly of the 55th Chemical Company. We are forwarding it for inclusion with the Line of Duty Investigation.

Current regulations require submission of Line of Duty Investigations within 48 hours after an injury.

Not later than 30 January 2004, please explain your delay in the submission of this investigation.

GO ON TO THE NEXT PAGE

PRACTICE EXERCISE 1

The following is additional information you will need:

- 1. The memorandum is FOR the Commander, Third United States Army, Fort McPherson, Georgia 30330-5000.**
- 2. It will be signed for your commander by Charles R. Minton; Major, AG; Deputy Adjutant.**
- 3. Your office symbol is AJJAG.**
- 4. Today's date is 15 January 2004. Your supervisor wants a response to the memorandum by 30 January 2004.**
- 5. There is one enclosure as identified in the body of the memorandum.**

CHECK YOUR WORK AGAINST STANDARDS ON BACK COVER

PRACTICE EXERCISE 2

You have just been handed a typed memorandum. Before submitting it for signature, you are to proofread it and make the necessary corrections. Using your pen or pencil, mark ALL the errors so that you can identify them. You are not only expected to identify the errors, but you must also be able to tell what the correct condition should be.

GO ON TO THE NEXT PAGE

PRACTICE EXERCISE 2

The following is additional information you will need:

- 1. Assume all margins (left, right, top, bottom) are correct.**
- 2. You are to assume that the content of the document from the letterhead to the SUBJECT is correct. However, you will need to check for correct formatting, spelling, punctuating, spacing, proper use of capital letters, etc.**
- 3. The source document for the body of the memorandum from the SUBJECT to the AUTHORITY LINE is AR 25-50, Figure 2-1. Refer to this when verifying the correctness/completeness of the content only. You will also need to check for correct formatting, spelling, punctuation, spacing, proper use of capital letters, etc.**
- 4. You are to assume that the content of all parts of the closing is correct. However, you will need to check for correct formatting, spelling, punctuation, spacing, proper use of capital letters, etc.**
- 5. You will be allowed 15 minutes to mark all the errors. You will not retype the memorandum.**

PRACTICE EXERCISE 3

Below is the draft memorandum your supervisor has given you. The subject is “Staff Meeting”.

We have postponed the monthly staff meeting and rescheduled it for 25 March 2004. We will hold the meeting in the command conference room of this headquarters at 0900.

GO ON TO THE NEXT PAGE

PRACTICE EXERCISE 3

The following is additional information you will need:

- 1. The memorandum is FOR the Commander of the 1st Brigade, 55th Mechanized Infantry Division, Fort Stewart, Georgia 31314-9000 and the Commander of the 2d Brigade, 55th Mechanized Infantry Division, Fort Stewart, Georgia 31314-9000.**
- 2. It will be signed by George Shafter; Colonel, AG; Adjutant.**
- 3. Your office symbol is AJJAG-A.**
- 4. Today's date is 25 February 2004.**
- 5. This is an informal memorandum.**

CHECK YOUR WORK AGAINST STANDARDS ON BACK COVER

PRACTICE EXERCISE 4

Below is the draft memorandum your supervisor has given you. The subject is "Wood for Fuel Heating".

There is a large supply of dry wood blocks and scrap lumber near the Southern Pacific Railroad yard.

We request that your organization remove the wood from the present site and report back not later than 31 January 2004.

GO ON TO THE NEXT PAGE

PRACTICE EXERCISE 4

The following is additional information you will need:

1. The memorandum is FOR the Commander of the 55th Mechanized Infantry Division, Fort Stewart, Georgia 31314-9000. It is to go THRU the Commander, Division Support Command, Fort Stewart, Georgia 31314-9000.

2. It will be signed by Charles H. Brown; Major, EN; Director of Engineering and Housing.
3. Your office symbol is AJJEN.
4. Today's date is 14 January 2004. Your supervisor wants a response to the memo no later than 31 January 2004.
5. There is one enclosure, a strip map.
6. This is an informal memorandum.

CHECK YOUR WORK AGAINST STANDARDS ON BACK COVER

PRACTICE EXERCISE 5

Below is the draft memorandum your supervisor has given you. The subject is "Delay in Submission of Report".

<p>Personnel requisitions for the month of December failed to arrive at this</p>

headquarters by the second day of the month. Please note the following:

This is a requirement of Fort Stewart Regulation 24-4.

We must consolidate requisitions from all subordinate units and forward them by the fifth day of each month.

Please ensure that future reports arrive by the date specified.

GO ON TO THE NEXT PAGE

PRACTICE EXERCISE 5

The following is additional information you will need:

- 1. The memorandum is FOR six addressees. They are the commanders of: 4th Battalion, 77th Infantry; 4th Battalion, 2d Armor; 4th Battalion, 3d Armor; 4th Battalion, 80th Infantry; 4th Battalion, 81st Infantry; and 4th Battalion, 25th Armor.**
- 2. It will be signed by James R. Franklin; Major General, USA; Commanding.**
- 3. Your office symbol is AJJCG.**
- 4. Today's date is 15 January 2004.**
- 5. This is an informal memorandum.**
- 6. Your supervisor wants you to furnish a copy of the memorandum to the Chief of Staff.**

CHECK YOUR WORK AGAINST STANDARDS ON BACK COVER

PRACTICE EXERCISE 6

Below is the draft memorandum your supervisor has given you. The subject is "Lost Baggage".

The baggage belonging to SSG James R. Hunt, 999-74-3586, a member of this command, has not arrived.

This baggage consists of:

One foot locker, claim check
number R 35-07-91.

One duffel bag, claim check
number R 35-08-92.

SSG Hunt turned in his baggage to the transportation warehouse at Fort Stewart on 1 March 2004.

Please conduct a search for his baggage and reply to this headquarters by 5 April 2004.

GO ON TO THE NEXT PAGE

PRACTICE EXERCISE 6

The following is additional information you will need:

1. The memorandum is FOR the Commander, Soldier Support Center, ATTN: ATZI-TI, Fort Stewart, Georgia 31314-9000. It is to go THRU the Commander, 4th Battalion, 77th Infantry Brigade, 55th Mechanized Infantry Division, Fort Stewart, Georgia 31314-9000.
2. It will be signed for your commander by Robert J. Craga; CPT, TC; Transportation Officer.
3. Your office symbol is AJJTC.
4. Today's date is 22 March 2004. Your supervisor wants a response to the memo by 5 April 2004.
5. Your supervisor wants you to furnish a copy of the memorandum to the Commander, Company B, 4th Battalion, 77th Infantry.

CHECK YOUR WORK AGAINST STANDARDS ON BACK COVER

PRACTICE EXERCISE 7

Below is the draft memorandum your supervisor has given you. The subject is Pay Inquiry.

Reference your memorandum, AJJFC, 15 July 2004, subject: Pay Inquiry.

Private First Class Roger M. Elkhart, who is assigned to this command, has not received his end-of-month pay for 2 months. Please note the following:

PFC Elkhart's social security number is 999-20-4444.

He has selected the check-to-unit option.

We request that you take immediate action to rectify this problem as it is causing an undue hardship on the soldier.

GO ON TO THE NEXT PAGE

PRACTICE EXERCISE 7

The following is additional information you will need:

1. The memorandum is FOR the Commander, U.S. Army Finance and Accounting Center, ATTN: FINCP-O, Fort Stewart, Georgia 31314-9000. It is to go THRU the Commander, 4th Battalion, 77th Infantry Brigade, 55th Mechanized Infantry Division, Fort Stewart, Georgia 31314-9000.
2. It will be signed for your commander by Alice J. Latourette; Major, AG; Adjutant.
3. Your office symbol is AJJAG-A.
4. Today's date is 20 October 2004.
5. Your supervisor wants you to furnish a copy of this memorandum to the Finance Officer.

CHECK YOUR WORK AGAINST STANDARDS ON BACK COVER

PRACTICE EXERCISE 8

On the next page is the draft memorandum your supervisor has given you. The subject is Course Schedule. This memorandum will not fit on one page. You will need to prepare a continuation page to finish the memorandum.

GO ON TO THE NEXT PAGE

We have enclosed the recommended course schedule for the newly-developed Senior Enlisted Manager Course (SEMC). This training is scheduled to begin 1 November 2004. Please note the following:

Training hours will be 0800-1600.

Participants will be allowed one hour for lunch.
Class may finish early on Friday afternoon.

Location of the training will be building 400,
wing B, classroom 215.

We request that you review the schedule in terms of the topics to be covered, the time estimate for each, and the sequencing of topics. Please provide the following information to this headquarters not later than

5 April 2004.

Recommended changes in content:

Topics to be added.
Topics to be expanded.
Topics to be deleted.

Recommended changes in training times:

Not enough time devoted.
Too much time devoted.

Recommended changes in sequencing.

Point of contact is SGM Turner, extension 4705.

GO ON TO THE NEXT PAGE

PRACTICE EXERCISE 8

The following is additional information you will need:

- 1. The memorandum is FOR six addressees. They are the commanders of: 1st Mechanized Brigade; 2d Mechanized Brigade; 3d Armor Brigade; 55th Cavalry Brigade; Division Artillery; and Division Troop Brigade**
- 2. It will be signed by Melvin D. Anderson; Brigadier General, USA; Asst Div Cdr (Plans).**
- 3. Your office symbol is AJJAG.**
- 4. Today's date is 7 March 2004. Your supervisor wants a response to the memo by 5 April 2004.**
- 5. There is one enclosure as identified in the body of the memorandum.**
- 6. This is an informal memorandum.**

CHECK YOUR WORK AGAINST STANDARDS ON BACK COVER

PRACTICE EXERCISE 9

Below is the draft memorandum your supervisor has given you. The subject is Energy Conservation Conference. This memorandum will not fit on one page. You will need to prepare a continuation page to finish the memorandum.

On 3 May 2004 this command will host the Federal Energy Conservation Conference (FECC).

We have not firmly established the program's agenda at this time. However, we expect that the conference will last two days and will include topics on heat conservation and solar power.

See the proposed agenda enclosed.

Please review this tentative agenda and provide us the following information by 15 March 2004.

Topics you feel should be:

Added.

Deleted.

Expanded.

Reduced.

Recommend changes regarding the suggested training times.

Recommendations concerning the proposed sequencing of topics.

Point of contact at this headquarters is Major Edward Ewing DSN 539-7812.

GO ON TO THE NEXT PAGE

PRACTICE EXERCISE 9

The following is additional information you will need:

1. The memorandum is FOR seven addressees. They are the commanders of: U.S. Army Engineer Center, U.S. Army Academy of Health Sciences, U.S. Army Logistics Center, U.S. Army Quartermaster Center, U.S. Army Ordnance Center, U.S. Army Intelligence Center, and U.S. Army Soldier Support Center.
2. It will be signed for your commander by Audrey L. Hanley; Captain, IN; Asst Chief of Staff.
3. Your office symbol is AJKDF.
4. Today's date is 21 February 2004. Your supervisor wants a response to the memo by 15 March 2004.
5. There is one enclosure as identified in the body of the memorandum.

CHECK YOUR WORK AGAINST STANDARDS ON BACK COVER

STANDARDS

Ask yourself the following questions **EVERY** time you complete a piece of correspondence and **BEFORE** you turn in your product:

1. Are the following elements present **IF** they apply to the situation?

Letterhead
Office Symbol
Suspense Date
Current Date
Address(es)
Subject Line
Body/Text
Authority Line
Signature Block
Enclosure Listing
Distribution Listing
Copies Furnished
Page Number

2. Is each element correct in terms of the following?

Content
Spelling
Punctuation
Capitalization
Abbreviations (IAW AR 310-50)
Placement

3. Are the **MARGINS** correct in accordance with AR 25-50?

4. Is the letterhead centered?

5. Are typing errors neatly corrected?

NAME
RANK
CLASS#

PRACTICE EXERCISE 2 – WORKSHEET



DEPARTMENT OF THE ARMY
Headquarters, 55th Mechanized Infantry Division
Fort Stewart, Georgia 31314-9000

S; 18 September 04

ATZI-DTI-R

10 AUGUST 2004

MEMORANDUM THRU: Commander 4th Battalion, 80th Infantry Division, Fort Stewart, Georgia
31314-9000

FOR Commander, Soldier Support Center, ATTN: ATZI-TI, Fort Stewart, Georgia 31314-9000

SUBJECT: Using and preparing a Memorandum.

1. Paragraph 2-2 of AR 25-50 defines the use of a memorandum.
2. Single-space the text of the memorandum; double spacing between paragraphs.
3. When a memorandum has more than one paragraph, number the paragraphs consecutively. When paragraphs are subdivided, designate first subdivisions by the letters of the alphabet and indent them as shown below.
 - a. When a paragraph is subdivided; there must be at least two subparagraphs.
 - b. If there is a subparagraph "a", there must be a subparagraph "b".
 - (1) Designate second subdivisions by numbers in parentheses, for example (1), (2), and (3).
 - (2) Do not subdivide beyond the third subdivision.
 - (a) However, do not indent any further than for the second subdivision.
 - (b) This is NOT an example of the proper indentation for a third subdivision.

For the Commander:

encl:

John W. Smith
COL, gs
Deputy Chief of Staff for Operations

CF
Comdt, NCO Academy